

ARCHITECTURAL CHANGE APPLICATION

C/O J&L Property Management, Inc
10191 W. Sample Rd. #203
Coral Springs, FL 33065

REQUIREMENTS FOR SUBMISSION OF ARB FORMS

Work cannot be started until you receive a signed copy of the approved ARB form. You must include one (1) copy of all of the below information WITH your architectural request or it will not be approved.

DO NOT SUBMIT ANY DOCUMENTS SEPERATELY. PLEASE WAIT UNTIL YOU HAVE ALL OF THE DOCUMENTS BELOW AND THEN SUBMIT YOUR APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

OWNER INFORMATION:

- Complete ARB form – Fill in each box indicating colors, materials and proposed work
- Indemnity Letter - **NOTARIZED**
- A picture of the items that will be installed (Windows, doors, paint samples etc.)

CONTRACTOR INFORMATION:

- A copy of the Contract (does not have to show the price)
- A copy of the Contractor's Insurance (*Made out to the Association, c/o J&L – our address*)
- Workers Comp or Exemption Form
- A copy of the Contractor's License
- A copy of the property Survey or a Site Plan indicating where and what the improvements are (If applicable)

The above referenced “permit/construction type” of drawings should be copies of the same set of drawings that will be submitted to the City Building and Zoning Department for a building construction permit. One set should be signed and sealed by the Engineer and/or Architect of record for our records.

Documents can be returned to Veronica Cruz via Fax, Email or Mail

Email: Veronica@jlpropertymgmt.com

Fax: (954) 753-1210 – Please keep in mind that pictures are not very clear when faxed

Mail: J & L Property Management, Inc.
10191 West Sample Road, Suite 203
Coral Springs, FL 33065



Welleby Management Association Inc.
 3489 Hiatus Road, Sunrise, FL 33351
 954-749-6228 * fax 954-748-2440 * info@welleby.net

ACCT # _____

ARCHITECTURAL MODIFICATION REQUEST (all exterior modifications)

NAME _____ ADDRESS _____ SR 33351

SUB-ASSOCIATION (if any) _____

EMAIL _____ PHONE(S) _____

NOTIFICATION SHOULD BE SENT TO MY: EMAIL ADDRESS OTHER _____

Please describe the requested modification below (include details such as manufacturer, color, material, dimensions, location, etc.)
USE A SEPARATE FORM FOR EACH MODIFICATION IF MULTIPLE CHANGES ARE BEING MADE

I have attached the following documentation:

- Lot survey (REQUIRED FOR ALL EXTERIOR CHANGES EXCEPT ROOFING/HOUSE PAINTING/MAILBOXES)
- Color picture of front of house (REQUIRED FOR PAINTING/ROOFING/LANDSCAPING/DRIVEWAYS/SHUTTERS/DOORS)
- Sample (REQUIRED FOR ROOFING/PAINTING- manufacturer sample with name/number of color)

I UNDERSTAND THAT THIS REQUEST WILL NOT BE CONSIDERED COMPLETE/SUBMITTED AND WILL NOT BE REVIEWED UNTIL ALL REQUIRED DOCUMENTATION (INCLUDING SUB-ASSOCIATION APPROVAL IF APPLICABLE) IS SUBMITTED. Approvals are valid for **180 days** unless the request is in response to a violation which must be resolved within 30 days of the date of an approval. I agreed to and will comply with all city, county and other governmental regulations and will obtain any applicable permits.

Signature of owner: _____ Date: _____

-DO NOT WRITE BELOW THIS LINE, FOR ASSOCIATION USE ONLY-

SUB-ASSOCIATION NAME _____
 (MUST BE SIGNED BELOW BY A AGENT OF THE SUB-ASSOCIATION OR LETTER OR APPROVAL MAY BE ATTACHED)

Approved () Disapproved () DATE _____

SIGNATURE _____ PRINT NAME _____

WELLEBY MANAGEMENT ASSOCIATION USE ONLY

Approved () Disapproved () DATE _____

SIGNATURE _____ FOR THE BOARD OF DIRECTORS

WELLEBY MANAGEMENT ASSOCIATION INC. ARCHITECTURAL APPLICATION REQUIREMENTS

THE ARCHITECTURAL MODIFICATION FORM MUST BE COMPLETED AND SIGNED BY THE OWNER; ADDITIONAL ITEMS ARE NEEDED DEPENDING ON TYPE OF MODIFICATION AND ARE OUTLINED BELOW
(the following is only a summarized list of regulations for modifications, see full guidelines for additional information)
CITY OF SUNRISE PERMIT(S) ARE REQUIRED FOR MOST MODIFICATIONS; IT IS THE OWNERS RESPONSIBILITY TO ENSURE THAT REQUIRED PERMIT(S) ARE PULLED AND TO SUBMIT A COPY OF THE PERMIT(S) TO THE ASSOCIATION

ROOF REPLACEMENT (PARTIAL OR FULL)

- a. MANUFACTURER OF SHINGLE/TILE
- b. COLOR OF SHINGLE/TILE (a color picture or brochure or a sample) *COLOR RESTRICTIONS APPLY
- c. COLOR PICTURE OF FRONT OF HOUSE SHOWING EXISTING PAINT SCHEME
- d. FLASHING MUST BE PAINTED TO MATCH TRIM COLOR

PAINTING- HOUSE (LIST/SWATCHES OF APPROVED COLORS AVAILABLE AT OFFICE *COLOR RESTRICTIONS APPLY)

- a. CHOICE OF MAXIMUM OF 3 COLORS (walls, trim and accent). SPECIFY IF PAINTING WOOD SECTIONS OR BRICKS.
- b. PAINT MANUFACTURERS SAMPLE(S) OR SWATCHES WITH COLOR CODE/NAME
- c. COLOR PICTURE OF THE HOUSE AS IS (before painting)

FENCING- BOUNDARY (NEW, REPLACEMENT OR REPAIR)

- a. ALL FENCES MUST BE NATURAL WOOD- MAY NOT BE STAINED OR PAINTED
- b. GATES MAY BE MAXIMUM WIDTH OF 4'
- c. NON LAKE LOTS- FENCES MUST BE WOOD 6' VERTICAL SHADOWBOX OR EXECUTIVE SHADOWBOX STYLE
- d. LAKE LOTS-WATERLINE FENCE MAY BE 4' HIGH NATURAL WOOD PICKET STYLE
- e. INCLUDE SURVEY HIGHLIGHTING LOCATION OF FENCE AND GATE(S)
- f. OWNER IS RESPONSIBLE TO MAINTAIN AREA ON OTHER SIDE OF FENCE AFTER INSTALLATION (SWALE / GRASS ALONG LAKE)
- g. OTHER TYPES OF FENCE MATERIAL MAY BE PERMITTED FOR DECK AREAS, FOYERS, ETC.

LANDSCAPE BORDERS

- a. TYPE OF BORDERS (wood, brick, scalloped, etc.)- plastic decorative type borders are not permitted
- b. COLOR OF BORDERS (picture, brochure or sample required)
- c. INCLUDE SURVEY HIGHLIGHTING LOCATION OF BORDERS

LANDSCAPING/TREES (LOT/UNIT MUST COMPLY WITH MINIMUM LANDSCAPE/TREE REQUIREMENTS OF CITY OF SUNRISE)

- a. DESCRIPTION OF THE LANDSCAPE PROJECT
- b. IF REPLACING EXISTING TREES OR PLANTS, DESCRIBE WHAT IS BEING REMOVED
- c. MARK ON SURVEY TO SHOW WHERE ITEMS ARE TO BE INSTALLED
- d. COLOR PICTURE OF FRONT OF HOME SHOWING LAWN AREA

HURRICANE SHUTTERS

- a. TYPE OF SHUTTERS (tracks, bahama, rolladine, accordian, etc)
- b. BROCHURE / PHOTO OR SAMPLE
- c. SURVEY WITH "X" ON EACH WINDOW AND SLIDING DOOR WHERE SHUTTER WILL BE INSTALLED
- d. PERMANENTLY INSTALLED TRACKS MUST BE PAINTED TO MATCH THE COLOR OF ABUTTING WALL; THE ONLY EXCEPTION IS ACCORDIAN STYLE SHUTTERS WHICH MAY BE APPROVED AS IS IF COLOR REASONABLY MATCHES COLOR SCHEME OF HOME
- e. NOA NOTICE OF ACCEPTANCE (Miami Dade code compliance specifications required)

DRIVEWAYS (STAMPED, PAVERS, CONCRETE STAINING OR ASPHALT)

- a. TYPE OF CHANGE (pavers, stamped concrete, asphalt replacement, staining) * COLOR RESTRICTIONS APPLY
- b. BROCHURE/COLOR PICTURE OR SAMPLE (showing color(s))
- c. INCLUDE SURVEY HIGHLIGHTING THE AREA THAT IS TO BE MODIFIED
- d. IF WIDENING, MUST INCLUDE EXACT MEASUREMENTS ON SURVEYS HIGHLIGHTED AREA (width may not exceed width of garage)
- e. CIRCULAR DRIVEWAYS- MAXIMUM 12' WIDTH (INCLUDING APRON); ADDITIONAL SETBACK REQUIREMENTS APPLY

SCREEN ENCLOSURE & POOLS (ABOVE GROUND & BELOW GROUND)

- a. INCLUDE SURVEY HIGHLIGHTING THE LOCATION OF PROPOSED SCREEN ENCLOSURE OR POOL
- b. INCLUDE SPECIFICATIONS FROM CONTRACTOR
- c. FOR SCREEN ENCLOSURES INCLUDE COLOR OF FRAME AND SCREEN MATERIAL
- d. NOA NOTICE OF ACCEPTANCE (Miami Dade code compliance specifications required)

DOOR AND WINDOWS (INCLUDING GARAGE DOORS)

- a. INCLUDE MANUFACTURERS SPECIFICATIONS INCLUDING STYLE & COLOR OF WINDOWS AND DOORS
- b. INCLUDE SURVEY WITH "X" ON EACH WINDOW AND DOOR LOCATION WHERE REPLACEMENT WILL BE DONE
- c. NOA NOTICE OF ACCEPTANCE (Miami Dade code compliance specifications required)

BASKETBALL GOALS, SATELLITE DISHES, SHEDS, A/C UNITS, WATER FILTERS, PLAYSETS, SOLAR PANELS, AWNINGS, FLAGS, MAILBOXES, GAZEBOS/PERGOLAS, STATUES, ETC.

- a. INCLUDE SURVEY HIGHLIGHTING PROPOSED LOCATION OF ITEM
- b. BASKETBALL POLES MUST BE INSTALLED AT LEAST 4' FROM SIDEWALK; TEMP UNITS MAY NOT BE STORED IN STREET
- c. SATELLITE DISH MUST BE CONCEALED FROM VIEW OF STREET
- d. SHED HEIGHT CANNOT EXCEED 8'; SHED MUST BE SET BACK 6' FROM PROPERTY LINE AND REASONABLY CONCEALED FROM STREET VIEW
- e. A/C UNITS- WINDOW UNITS MAY BE ALLOWED IN FIRST FLOOR WINDOWS IF NOT IN STREET VIEW OR IF COMPLETELY CONCEALED BY LANDSCAPING
- f. SOLAR PANELS- INCLUDE MANUFACTURERS SPECS AND LOCATION OF GROUND UNIT
- g. RETRACTABLE AWNINGS MAY BE INSTALLED OVER REAR OR SIDE PATIO ONLY; MUST BE SOLID * COLOR RESTRICTIONS APPLY
- h. ONLY AMERICAN FLAGS ARE ALLOWED TO BE DISPLAYED PURSUANT TO FSS 720; BANNERS & OTHER TYPES OF FLAGS ARE NOT ALLOWED
- i. MAILBOX- INCLUDE PICTURE OF PROPOSED MAILBOX. POST OFFICE MUST BE CONSULTED IF DIFFERENT LOCATION IS DESIRED *COLOR RESTRICTIONS APPLY
- j. STATUES, LAWN ORNAMENTS, ETC- INCLUDE PICTURE AND SIZE. *HEIGHT/WIDTH RESTRICTIONS APPLY
- k. GAZEBOS/PERGOLAS- 10' MAX HEIGHT, MUST BE SET BACK FROM PROPERTY LINE AT LEAST 6' * COLOR RESTRICTIONS APPLY

INDEMNITY LETTER

(Unit Owner Name)

Date: _____

To Whom It May Concern:

I, the undersigned, agree to indemnify and hold harmless **NOB HILL AT WELLEBY.**, from any and all liability, defense costs, including attorney fees and all other fees incidental to defense, loss or damage **NOB HILL AT WELLEBY.**, may suffer as a result of claims, demands, costs or judgments against it arising from the work.

(Signature of Owner)

Street Address

(Print Name of Owner)

City, State, Zip

ACKNOWLEDGEMENT

STATE OF FLORIDA,
COUNTY OF _____

Before me personally appeared _____ to me well known and known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that _____ executed said instrument for the purposes therein expressed.

NOTARY PUBLIC – STATE OF FLORIDA

MY COMMISSION EXPIRES